



## Procedural Rules and Regulations

1. Preceding the filling of a formal application for Design Review, the applicant is encouraged to meet with the Design Review Board for an informal discussion regarding the design of the proposed project or construction activity.
2. The applicant shall be invited to any meeting of the Design Review Board held for the purposes of design review of the subject application
3. An application for Design Review shall contain ( 4 ) copies of the following materials ( unless other wise indicated herein or in the Zoning By-Laws):
  - a. completed application form
  - b. scaled elevation drawings showing:
    - 1). site plans showing landscaping and paving materials.
    - 2). details of major architectural elements.
    - 3). indication of the materials to be used, including submission of
    - 4). dimensioned height, width and length of building, addition or alteration.
  - c. one set of photographs of the site and/or building including the surrounding area
  - d. for new construction projects or additions of 5,000 square feet or more of gross floor area, one inexpensive study model or final presentation model at a minimum scale of one inch equals 20 feet showing the tract, abutting streets, proposed contours, proposed buildings, and the massing of abutting buildings.
4. An application for Design Review shall be accompanied by a filling fee, payable to the "Town of Needham", as follows:

Building and Facade Projects	\$25.00
Signs	\$25.00
5. In addition to the application materials listed above, an application for Design Review shall also contain four ( 4 ) copies of the application and application materials listed in the Zoning By-Laws, Section 4.2.5. Planned Residential Development; 4.2.6. Residential Compound; 7.2. Building or Use Permits; or 7.4. Site Plan Review, respectively and as appropriate.
6. After receiving approval from the Board this application and the approved plans stamped and signed by the Board must be submitted to the Inspector of Buildings along with the proper applications.